King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 7 **Resident Services**	
7.04.006, Special Diets	Approved By:	Director Allen Nance
	Effective Date:	November 26, 2024
	Reviewed By:	Corrections Program Administrator, Food Services Supervisor, PRC
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Purpose: To establish guidelines for providing, preparing, delivering, and tracking for medical, religious, and vegan diets.

Policy: It is the policy of the department to provide special diets that meet federally mandated nutritional guidelines for residents with documented medical conditions or with regard to their sincerely held religious beliefs.

References:

Department forms:
- Vegan Diet Request (F-500)
- Service Request Kite (F-530)
- Medical Special Diet Order (F-711)
- Religious Diet Request (F-739)
- Kosher and Halal Commissary List October 2023

Other:
- The United States Constitution, 1st Amendment
- Religious Land Use and Institutionalized Persons Act (RLUIPA)
- Department of Justice Federal Bureau of Prisons Inmate Religious Beliefs and Practices, 2002

Definitions:

Medical diet: Includes additional or modified food items determined by Jail Health Services (JHS) staff to be medically necessary to meet specific requirements related to the resident's clinical condition(s) and which is authorized, ordered, and canceled only by JHS for that resident.

Religious diet: Meets restrictions of certain religions' beliefs and practices.

Special diet: Medical diets, Religious diets, and Vegan diets.

A. General Guidelines

1. The food services supervisor shall ensure:
   a. No foods containing pork, pork products, or pork by-products are served to residents.
   b. No foods containing shellfish are served to residents.

c. A registered dietitian licensed by the American Dietetic Association reviews and provides approval on all meal plans every 6-months or whenever a substantial menu change is made.
d. All religious meals are prepared and served in accordance with the United States Department of Justice Federal Bureau of Prison Inmate Religious Beliefs and Practices Technical Reference.
e. A record is maintained for residents issued a special diet which include:
   1) Start and stop dates,
   2) Authorized signer for the special diet, and
   3) Specific reason for the special diet.
f. All menu modifications are approved prior to implementation.

2. Operations staff may not make modifications to the content of resident meals.

B. Procedure for Medical Diets

1. JHS providers are solely responsible for authorizing, ordering, and canceling medical diets.
2. Where religious diet requests conflict with medical diets ordered by JHS providers or diet restrictions ordered by psych services providers, the medical diet shall always take precedence.

C. Procedure for Religious Diets

1. Residents may request a religious diet or a reinstatement of a previously approved religious diet by submitting a Service Request Kite (F-530) (White Kite), to the Resident Services Office (RSO). RSO shall forward the appropriate Religious Diet Request Form (F-739) to the resident.
2. Completed forms shall be returned to RSO. All new religious diet request forms and religious diet reinstatement request forms received must be signed by the resident. The Corrections Program Administrator (CPA) (or designee) shall determine approval or denial of the request based on legal requirements.
3. When a new religious diet request is approved, RSO shall enter the religious diet into the Jail Management System (JMS), requesting the religious diet start as soon as possible. An approval letter shall be sent to the resident via resident mail.
4. If the religious diet has been approved, kitchen staff shall start the religious diet as soon as possible.
5. When a religious diet request is denied, a letter of denial shall be forwarded to the resident via resident mail with the reason for denial.
6. When a religious diet reinstatement request is approved, RSO shall enter the diet into JMS, requesting the religious diet start as soon as possible. An approval letter shall be sent to the resident via resident mail.
7. If a Kite is received from a resident requesting removal from the religious diet they are currently receiving, RSO shall cancel the religious diet in JMS. A removal the letter shall be sent to the resident via resident mail. Once removed at the resident's request, any later requests by the resident for reinstatement to that religious diet shall be approved for the remainder of the current booking.
8. Any circumstances relevant to this Section C that arise, and are not covered specifically in this policy, shall be reviewed and determined by the CPA for final conclusion.

9. The RSO shall keep original records of all Religious Diet Request and Reinstatement forms; approved, denied, and reinstated. Notes shall be updated in the resident's JMS Classification record of all religious diet interactions and decisions.

D. Procedure for Vegan Meals Procedure

1. Officers shall provide residents with a Service Request Kite or a Vegan Diet Request Form (F-500) (Yellow Kite), upon request.
2. Kitchen staff shall automatically honor all vegan food requests; no other approval is required.
3. If a resident is receiving the Vegan Diet and requests to be removed, they may not go back on the Vegan Diet for the remainder of their current booking.

E. Procedure for Psych and Behavior Issue Residents

1. A sergeant may implement a requisite meal restriction (such as meals served in clamshell containers, finger foods, no utensils, etc.) when a resident displays unsafe or violent behavior that causes safety concerns towards other residents and/or staff. Only a sergeant (or higher authority) can cancel the requisite meal restriction and approve the reinstatement of meals served on trays. When ordering or canceling these meals, the sergeant shall make a shift notation in the Roster Management System.
2. A psych services provider may implement a requisite meal restriction (such as meals served in clamshell containers, finger foods, no utensils, etc.) when the resident displays unsafe or violent behavior that cause safety concerns towards themselves. Only a psych services provider can cancel the requisite meal restriction and approve the reinstatement of meals served on trays.